

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

NOTICE 04-17

ISSUE DATE: 07/21/2004

DISPOSAL DATE: 12/31/2005

\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**To:** W-2 Agencies

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Job Access Loan Funding

**PURPOSE:**

The purpose of this Administrator's Memorandum is to issue increased Job Access Loan (JAL) allocations. An additional amount of \$800,000 is being made available to Wisconsin Works (W-2) agencies. This restores JAL funding to \$1.2 Million, the 2002-2003 level. The attached spreadsheet provides each W-2 agency's amount of increase and its new total JAL allocation.

**BACKGROUND:**

JALs have been an effective tool for meeting crisis expenses and have assisted individuals with obtaining or maintaining employment. The availability of a JAL has, at times, avoided the need for an individual to become dependent on a W-2 employment position.

W-2 agencies have collected JAL repayments, and DWD has been successful in recovering delinquent loans through its new tax intercept process. Accordingly, additional funding is available to the W-2 agencies for the JAL program.

**POLICY:**

Allocation Methodology:

The increases were determined by using the Total Adjusted Caseload for the period of June 1, 2003, through May 31, 2004, (the most recent caseload information) in accordance with the Base Allocation Methodology provided in Contract Appendix A (Updated February 3, 2004) and adjusted for the new refugee arrivals, applied to the new total JAL amount, which is \$1.2 Million (initial issuance of \$400,000 plus the increase of \$800,000). The contract increase amount is

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\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
		TA--Trade Assistance	

the result of deducting the initial issuance for an agency from the agency's new total allocation. Additionally, each geographic area is allocated a minimum of \$1,200.

**Monitoring:**

The Department will monitor JAL expenditures in order to address the need for an adjustment in the allocations. Agencies are encouraged to use these funds. However if the W-2 agency is not able to use its allocation, after discussion with the agency, the Department will reduce the W-2 agency's JAL funding. The total of JAL reductions, if any, will be re-allocated to other W-2 agencies, in accordance with usage of the JAL program. It is essential that the JAL funding be fully utilized because it is an effective tool for self-sufficiency. Participants in all geographic areas should have access to this tool. Additionally, future JAL allocations may be dependent on the level of utilization of the funds.

The Department will review expenditure patterns on a quarterly basis, beginning with the reports available for the period ending December 31, 2004. In situations where the W-2 agency's spending is at twenty percent (20%) or less of its contract-to-date amount (using a straight line amount for monthly expenditures), the Department will discuss a reduction in the agency's JAL allocation.

**CONTACT:** Department's Regional Office Contract Manager

**Attachment(s):** Allocation spreadsheet